

# ARTS LEARNING & OUTREACH: ARTIST ROSTER PROGRAM

## *D.C. Commission on the Arts & Humanities*

### APPLICATION GUIDELINES FOR INDIVIDUALS FY 2006

#### **Deadline**

Wednesday, June 15, 2005, at 7:00 p.m.

All applications must be received at the Commission office by this time.

#### **Artist Roster Program Workshops**

Two workshops will be held to assist individuals in preparing their applications for the Artist Roster Program:

- Tuesday, May 17, 2005, 6:00 - 7:30 p.m.
- Wednesday, May 25, 2005, 6:00 - 7:30 p.m. (*repeat program*)

Both workshops will be held at the D.C. Commission on the Arts and Humanities, 410 8th Street, NW, Fifth Floor, Washington, D.C.

The workshops will cover the following: application procedure, selection criteria, working with DCPS, and examples of eligible projects. Please notify Mary Liniger, AIE Coordinator, at (202) 724-5613 regarding which session you will attend. Specific questions related to your project may be discussed by scheduling a consultation with the AIE Coordinator prior to the deadline.

**Staff Coordinator:**  
**Mary Liniger**

#### **About the Commission**

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

#### **About the Artist Roster Program**

The D. C. Commission on the Arts and Humanities seeks qualified artists and arts groups for inclusion in the Artist Roster Program. The purpose of this program is to enable artists and arts groups to apply for acceptance on the Artist Roster, which makes them eligible for participation in the Arts Commission's school residency programs. Acceptance on the Artist Roster means that artists and arts groups have the qualifications to conduct residencies, i.e., produce high quality artistic work, and have the skills and competencies needed to work with teachers and students in designing and implementing arts programs.

D.C. Commission on the Arts  
and Humanities  
410 8th Street, NW, Fifth Floor  
Washington, DC 20004  
(202) 724-5613  
(202) 724-4135 FAX  
(202) 724-3148 TDD  
<http://dcarts.dc.gov>

Anthony Gittens  
Executive Director



Government of the District  
of Columbia  
Anthony A. Williams, Mayor

#### **Accessibility Services**

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

## **Eligibility**

The program is open to all artists in the metropolitan Washington area, with preference given to District of Columbia residents.

## **Goals of Artist Roster Program**

The goals of the program are:

- To encourage professional artists and arts groups to share their talents with District teachers and students by working in school residencies
- To provide a resource where teachers may access the residency ideas of artists and arts groups who are approved by the Arts Commission for residency work
- To support artistic and educational opportunities for teachers, students, and artists through arts residencies

## **Artist Fees**

Artists accepted in the Artist Roster Program will be paid a minimum of \$30 per hour. Most residencies will be 1-2 weeks in duration.

Please note that no expenses other than materials and artist fees will be covered by the program.

## **Evaluation Criteria**

**Selection Criteria** The following criteria will be used to evaluate the application submissions, work samples, and other application materials:

- Artistic Merit
- Project Design- Educational Content
- Project Design- Impact, Accessibility and Engagement
- Project budget and planning
- Project Evaluation and Participant Assessment

## **Panel Review**

A panel of professional artists and educators will review all roster applications and work samples. The panel will then make recommendations to the commissioners, who will have final authority over artist inclusion. All artists accepted into the Artist Roster Program will be placed on the roster for two years, assuming a satisfactory evaluation at the end of year one. The Artist Roster will be distributed to all D.C. Public and Charter Schools, as well as on the Arts Commission website. Please note that inclusion on the artist roster does not guarantee participation in the teacher mini-grant residencies. Individual schools will select the artists for their residencies.

# AR

## 2006

### Artist Roster

Application form for **Individuals**

**APPLICATION DEADLINE:**  
Wednesday, June 15, 2005, 7:00 p.m.

**SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **10 COPIES, COLLATED, BINDER CLIPPED or STAPLED. Please type.**

To complete the following required information, please refer to codes in the **Guide to Grants (pages 10-13):**

Applicant Legal Status: _____	Applicant Institution Type: _____	Applicant Discipline: _____
Project Discipline: _____	Artist Type: _____	Type of Activity: _____

**Applicant's Legal Name:** \_\_\_\_\_

**Applicant's Professional Name:** \_\_\_\_\_  
(if different than legal name)

**Address #1:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_  
(P.O. Box Not Accepted)

**Address #2:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Washington, DC Zip Code:** \_\_\_\_\_ **Ward #** \_\_\_\_\_

**Telephone/day** \_\_\_\_\_ **Telephone/eve:** \_\_\_\_\_ **Fax :** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**PROJECT SUMMARY** (up to 30 words, use the space provided, do not photo reduce)

**Project Budget:** \$ \_\_\_\_\_ :

**Number of students to participate** \_\_\_\_\_

**Preferred grade/age ranges for participants:** \_\_\_\_\_  
**Work sample submitted (i.e., 10 slides, 1 videotape)** \_\_\_\_\_

### PLEASE ATTACH THE ITEMS ON THE AR CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **SPECIFIC SUBMISSION REQUIREMENTS BY DISCIPLINE**

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, a visual arts workshop participants' works).

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides of at least five different works. Organizations submit 20 slides of different works. Include a slide identification sheet listing the applicant and artist name, title, medium, size, and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 10 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 10 copies of five works, maximum 20 pages total. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 10 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 10 copies of slide identification sheet, audio tape of sound design, or 10 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 10 copies of a play and a one-page synopsis. Organizations submit 10 copies of up to four representational programs or playbills.

### **Other Arts Education Programs**

The AEP grant is one component of D.C. Commission on the Arts and Humanities' arts education programs. Other initiatives include the Arts Education Teacher Mini-Grant Program and the pilot Artist Roster program. Please see pages 3-5 of the 2005 Guide to Grants for more information about these programs.

### **About the Commission**

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### **Information**

For more information please call:  
(202) 724-5613 (voice);  
(202) 727-4135 (fax);  
(202) 727-3148 (TDD)

Visit our home page:  
<http://dcarts.dc.gov>

or contact us by e-mail at: [dcart@dc.gov](mailto:dcart@dc.gov)

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.

# AR 2006

## Artist Roster Application Checklist

**Applicant Name:** \_\_\_\_\_

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

For detailed instructions, see page 9-15 of the Guide to Grants

### All Applicants Include:

- ☐ **Checklist**
- ☐ **Optional Survey**
- ☐ **A self-addressed, stamped mailer if you want your work sample returned.**

- ☐ **Artist Résumé.** Biographical sketches are not acceptable. For organizations, please send resumes of each artist from your organization that would participate as a residency artist.

- ☐ **SAMPLE WORKSHOP/RESIDENCY DESCRIPTION (3 pages maximum.)** To help panelists understand what approach you might take as an artist-in-residence, describe a project you might do, indicating the age level and residency length appropriate for the activity. Describe the project goals and teaching format, including how the project might fit into the larger school education program. Describe how your work or your approach to your art form is particularly relevant to teachers and to education

- ☐ **WORKSHOP/RESIDENCY SCHEDULE (1 page maximum, outline format).** Give a sample schedule for how your residency would be conducted over the one to two week period. Please list one-of-a-kind support materials submitted (applicant must make arrangements with Commission staff to pick up support materials after notification of roster status).

- ☐ **ITEMIZED MATERIALS BUDGET (1 page maximum).** Provide a budget for materials needed, broken out to per-classroom costs (30 students).

- ☐ **THREE LETTERS OF REFERENCE.** Provide three letters of reference that relate to your work as an artist working with schools.

- ☐ **Work Sample Description:** A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)

### ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET

- ☐ Work sample, as defined on page 6 and stamped envelope for return of work sample.
- ☐ A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website
- ☐ Security Statement that if funded, organization will provide Metropolitan Police Department Background Check and Copy of Tuberculosis Screening for individuals directly working with children and youth

## Grantee Information

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

### Project Descriptors

**Project Descriptors:** Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: \_\_\_\_\_  
 International: \_\_\_\_\_  
 Presenting/Touring: \_\_\_\_\_  
 Technology: \_\_\_\_\_  
 Youth at Risk: \_\_\_\_\_

**Arts Education:** Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

### Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>